

## EDITED KSA LISTING

### CLASS: CONSTRUCTION SUPERVISOR III, CORRECTIONAL FACILITY (CF)

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
<b>K1</b>	<b>Advanced knowledge of materials, equipment, tools, methods, staffing and processes required/used in the construction industry and all types of structures (e.g. wood, steel frame, masonry and concrete, etc) in order to provide management of projects throughout a region.</b>
<b>K2</b>	<b>Advanced knowledge of construction contracting practices, including estimating, bidding processes, division of work, scheduling and organizing construction work, principles, techniques and processes of dispute resolution and quality control in order to resolve contract issues and properly coordinate (e.g. establish, schedule, monitor, inspect, approve progress payments, etc.) the performance of contracted work.</b>
<b>K3</b>	<b>Advanced knowledge of cost analysis, estimating, critical path scheduling, and projection methods, procedures and techniques in order to manage construction projects.</b>
<b>K4</b>	<b>Advanced knowledge of various building trades (e.g., carpentry, masonry, plumbing, iron working, welding, heating, ventilating, electrical work, painting, etc.) in order to perform the various functions of a Construction Supervisor III, CF.</b>
<b>K5</b>	Current general knowledge of various codes and safety orders applicable to building construction industry to ensure the safe and code compliant completion of various projects.
<b>K6</b>	<b>Advanced knowledge of principles and practices of budgeting, accounting and procurement in order to manage construction projects.</b>
<b>K7</b>	<b>Advanced knowledge of safety orders and regulations applicable to the security and operations of correctional facilities in order to maintain a safe work environment.</b>
<b>K8</b>	<b>Extensive knowledge of principles and practices of administration, organization, budget and personnel management in order to supervise and manage personnel.</b>
<b>K9</b>	Advanced knowledge of effective supervision and construction management in order to effectively coordinate, supervise, direct, manage and motivate staff involved in construction project work.
<b>K10</b>	<b>General knowledge of policy and procedure development in order to ensure consistency and conformity in construction project operations.</b>
<b>K11</b>	<b>General knowledge of math in order to calculate material quantities for estimating and purchasing purposes.</b>
<b>K12</b>	<b>General knowledge of personal computers and related software programs (e.g. Microsoft Project, Excel, etc.) in order to effectively produce schedules, status reports, estimates, budgeting documents, accounting records, etc.</b>

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	Knowledge of (cont.):
K13	Comprehensive knowledge of the principles of effective verbal, written, and group communications to accurately and effectively communicate job related information.
K14	General knowledge of training techniques in order to effectively train employees and staff.
K15	Advanced knowledge of operating a motor vehicle for transporting of materials, tools, equipment and personnel.
K16	General knowledge of drafting techniques necessary to clarify details for construction.
K17	General understanding of the supervisor's role in the Equal Employment Opportunity Program in order to meet equal employment opportunity objectives.

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	<b>Skill to:</b>
<b>S1</b>	Plan, organize, direct and evaluate the work of others in order to accomplish construction projects within budget and schedule.
<b>S2</b>	Read, understand and interpret construction plans and specifications to accomplish construction projects.
<b>S3</b>	<b>Research a wide variety of technical data, including codes, standards, and material specifications, etc. to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Construction Supervisor III, CF.</b>
<b>S4</b>	<b>Analyze a wide variety of technical data, including project plans, cost estimates and materials specifications to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of a Construction Supervisor III, CF.</b>
<b>S5</b>	<b>Effectively communicate (written/verbally/listening) for the purpose of disseminating, sharing and receiving information and to establish and maintain the respect and cooperation of others.</b>
<b>S6</b>	<b>Establish and maintain professional relationships with staff, consultants, contractors, representatives of governmental agencies, facility personnel and others to gain cooperation.</b>
<b>S7</b>	Detect deviations from plans and specifications by inspection/observation to maintain quality control of construction projects.
<b>S8</b>	<b>Inspect and evaluate the work of contractors in order to ensure compliance with contract documents.</b>
<b>S9</b>	<b>Develop effective policy and procedures in order to ensure consistency and conformity with the construction project operations.</b>
<b>S10</b>	<b>Maintain and organize project records accurately in order to reference, access information and provide reports.</b>
<b>S11</b>	<b>Prepare correspondence and write clear and comprehensive reports to effectively communicate project status and issues.</b>
<b>S12</b>	Accurately calculate material quantities for estimating and purchasing purposes.
<b>S13</b>	<b>Operate computerized equipment to maintain accurate records, generate correspondence and reports, etc.</b>
<b>S14</b>	<b>Evaluate skill level of individuals for the purpose of hiring personnel.</b>
<b>S15</b>	Safely operate a motor vehicle for transporting materials, tools, equipment and personnel.

Bold text-indicates not on Classification Spec.

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	<b>Skill to (cont.):</b>
<b>S16</b>	<b>Evaluate the safe operation of construction tools and equipment to accomplish project work.</b>
<b>S17</b>	<b>Drafting skills necessary to clarify/create construction details.</b>
<b>S18</b>	Effectively contribute to the Department's Equal Employment Opportunity objectives in order to ensure a discrimination free work environment.

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	Ability to:
<b>A1</b>	<b>Safely maneuver about and around construction environments (e.g., uneven ground, trenches, cords, wires, rebar, etc.) in order to supervise/inspect construction activities.</b>
<b>A2</b>	<b>Climb to perform inspection duties at project sites.</b>
<b>A3</b>	<b>Stand for long periods of time in order to closely supervise construction activities.</b>
<b>A4</b>	<b>Lift and handle construction materials/tools/plans (light to heavy) to facilitate production.</b>

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	Special Personal Characteristics:
<b>SPC1</b>	Willingness to travel.
<b>SPC2</b>	Provide leadership with tact and patience.
<b>SPC3</b>	<b>Must be able to perform during stressful (physical, mental, and emotional) situations encountered on the job.</b>
<b>SPC4</b>	<b>Interest in providing meaningful and productive work experience/training for inmates/wards.</b>
<b>SCP5</b>	<b>Keenness of observation and physical stamina.</b>